

**PHA Plan
Agency Identification**

PHA Name: Orange Housing Authority

PHA Number: NJ 025

PHA Fiscal Year Beginning: 04/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

- X Main administrative office of the PHA located at
 340 Thomas Boulevard
 Orange, New Jersey 07050
 973-677-4553

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:

- X Main administrative office of the PHA located at:
 340 Thomas Boulevard
 Orange, New Jersey 07050
 973-677-4553

PHA Plan Supporting Documents are available for inspection at:

- X Main business office of the PHA located at:
 340 Thomas Boulevard
 Orange, New Jersey 07050
 973-677-4553

Annual PHA Plan PHA Fiscal Year 2001

I. Annual Plan Type:

X **Standard Plan**

II. Executive Summary

In 1938, the Housing Authority of the City of Orange was founded to provide decent, safe and sanitary housing to lower income people using funds from the U.S. Department of Housing and Urban Development and other assistance made available for such purposes.

In 1953, our first complex, Dr. Walter G. Alexander Court was erected and in 1954, Fr. Rasi Homes was built to house low-income families. In 1973, Washington Manor Senior Citizens complex was built to house the elderly and disabled.

The Section 8 Program was enacted as part of the Housing and Community Development Act of 1974, which codified the U.S. Housing Act of 1937. The Orange Housing Authority is currently administering 562 Housing Choice Vouchers. The Section 8 Program was enacted as part of the Housing and Community Development Act of 1974, which codified the U.S. Housing Act of 1937. The Orange Housing Authority is currently administering 562, federally funded Housing Choice Vouchers. The requirements of this rental assistance program are described in the Section 8 Administrative Plan and implemented through the Section 8 housing office.

Overall, the Orange Housing Authority's image can be characterized as one that promotes improvement in the quality of life and economic stability for our resident population. The Orange Housing Authority further works to ensure equal opportunity in housing for all Americans.

Overview

Since its inception, the Authority has worked with citizens of the community to provide affordable, decent, safe and sanitary housing for low-income families, seniors and disabled citizens.

New rules and regulations have been issued which mandate changes in the operation of this housing authority. The Orange Housing Authority continues to be faced with the decreasing availability of funding and the need to increase services for low-income Americans. Drugs are ever present at the Orange Housing Authority complexes and the surrounding areas. The Authority contracted with the police department of the City of Orange to provide six police officers, assigned exclusively to the Orange Housing Authority developments. These police officers provide patrol and security services to the Authority in an effort to eradicate the areas in and about the complexes of drugs and other illegal activities. The Authority has converted an existing apartment in our 332 Gray Street complex to a police mini sub-station, which houses an office for the police, a temporary holding area and surveillance equipment.

New Jersey Housing Authorities are unique in that they are the only housing authorities in the country required to have their Executive Director and members of the Board of Commissioners certified by the State. The State Department of Community Affairs is responsible for administering a course of study for Executive Directors which is comprised of ten (10) courses. The course study for Commissioners is five (5) courses. Executive Directors have two (2) years in which to successfully complete their courses and Commissioners have eighteen (18) months. In addition to the successful completion of their course of study, Executive Directors must have five (5) years experience and hold a four-year college degree.

The Orange Housing Authority's business office is located at 340 Thomas Boulevard, Orange, New Jersey 07050. The Orange Housing Authority has been operating under federal subsidy, rental income, and grants to fund its programs. The availability of funding is essential for the Authority to maintain its current level of operations and provide services to its tenants and assisted families.

The Orange Housing Authority is now at a point where they must continue to provide all programs under limited budget constraints, with more extensive regulations and laws.

Objectives

The Orange Housing Authority will strive to increase the availability of decent, safe and sanitary housing in the area and to ensure equal opportunity in housing for all Americans. The Authority will promote self-sufficiency of families and individuals that are participants and residents, and to improve the quality of life and economic stability of our residents. These goals and objectives are further described in the Admissions, Occupancy and Rental Policy that has been adopted by the Board of Commissioners.

Capital Improvements

According to the opportunities and requirements for the Orange Housing Authority described in this annual plan, and based on what we feel are sound business assumptions; our annual capital requirements are as listed in our budgets submitted to HUD for funding.

To accomplish this goal we have developed a comprehensive plan to intensify and accelerate our marketing activities and improve our customer service operation. To implement our plans we will need adequate funding revenues, including the procuring of grants to aid in our efforts to comply with this plan.

Administrative Management Team

Our management team consists of 11 men and women.

Executive Director	Accounting Assistant
Assistant Executive Director	Senior Account Clerk
Public Housing Manager	Program Director, HAPP
Public Housing Manager, On Site	Leased Housing Technician
Maintenance Superintendent	Clerk Typist, Section 8
Clerk Typist, Management	

The Board of Commissioners is comprised of seven members. The Mayor of the City of Orange Township appoints one Commissioner and the Governor of the State of New Jersey appoints one Commissioner. The remaining five members are appointed by the municipal governing body. The Board of Commissioners assists the management team in setting policy, appoints the Executive Director, and provides other services as described in the By Laws of the Orange Housing Authority. The Board of Commissioners is not responsible for management decisions and the day-to-day operations of the Authority. In addition, the Board members provide tremendous support for management decisions and creativity. At present, the Orange Housing Authority Board of Commissioners has only six of seven members, due to the death of the resident commissioner. An appointment of a new resident member is expected shortly to complete the make up of the Board.

Service Strategy

The Orange Housing Authority will provide the goals and objectives as described herein, and will make annual plans for each specific year. The Orange Housing Authority shall continue to provide the most services possible, providing the funds available.

Customer Profile

The Orange Housing Authority's primary market is low income, African-American citizens. Over the last five years, there has also been an increased market for Latino and Haitian citizens. The most typical customer for our assistance is someone in the lower income category that needs assistance to provide housing for their family. With the inception of the 1998 QWHAR Act, our client base has changed because of income targeting. In the public housing program, we must now accept 40% of new admissions with incomes at or below 30% of the area median. For the rental assistance program we must accept 75% of new admissions with incomes at or below 30% of the area median. This will have an affect on our ability to create mixed income complexes, assist working families, and generate rental income for operations.

Affirmative Marketing Plan

The Orange Housing Authority's marketing strategy is to improve, enhance,

promote and support the fact that our housing can be of benefit to lower income citizens to help them obtain self-sufficiency, improve their quality of life and achieve economic stability.

The Orange Housing Authority's affirmative marketing strategy incorporates plans to inform the public we wish to serve of the availability of our housing and services through advertisement in the local and minority newspapers, bulletin boards and tenant newsletter. The Authority has also incorporated plans to reach the non-English speaking community, specifically the Latino and Haitian communities, which are increasing in the City of Orange. The determining factors in choosing these channels are the service to be provided, consideration to the most saturation for the least cost, and other criteria to be determined by the Orange Housing Authority.

Advertising and Promotion

The Orange Housing Authority's overall advertising and promotional objectives are to position it as a leader in the market of affordable rental housing. We will develop an advertising campaign built around the increasing availability of decent, safe and affordable housing for American citizens, the desire of the Orange Housing Authority to ensure equal opportunity in housing for all citizens, and improving the quality of live for residents and participants. In addition to standard advertising practices, we will gain considerable recognition through grants, public service announcements, press recognition, public comment and word of mouth.

Conclusion

The Orange Housing Authority will work toward increasing the availability of decent, safe and affordable housing and to do everything possible to ensure equal opportunity in housing for all Americans. The Authority will promote self-sufficiency and asset development of families and individual residents and/or participants, and to improve the quality of life and economic stability of residents and participants.

The Orange Housing Authority will make every effort to garner services from other public agencies within the municipality, county and state, and where possible co-venture with other housing authorities and/ or public entities.

III. Annual Plan Table of Contents

Table of Contents

	<u>Page #</u>
Annual Plan	
Executive Summary	2
Table of Contents	
1. Housing Needs	12
2. Financial Resources	20
3. Policies on Eligibility, Selection and Admissions	21
4. Rent Determination Policies	30
5. Operations and Management Policies	33
6. Grievance Procedures	35
7. Capital Improvement Needs	35
8. Demolition and Disposition	37
9. Designation of Housing	37
10. Conversions of Public Housing	38
11. Homeownership	40
12. Community Service Programs	41
13. Crime and Safety	44
14. Pets (Inactive for January 1 PHAs)	46
15. Civil Rights Certifications (included with PHA Plan Certifications)	46
16. Audit	46
17. Asset Management	46
18. Other Information	47

Attachments

Required Attachments:

- X Admissions Policy for Deconcentration
- X FY 2000 Capital Fund Program Annual Statement
- X Most recent board-approved operating budget

Optional Attachments:

- X PHA Management Organizational Chart
- X FY 2000 Capital Fund Program 5 Year Action Plan
- X Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application n)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	6,136		4,685			1,2,3	
Income >30% but <=50% of AMI	1,404		1,028			1,2,3	
Income >50% but <80% of AMI	1,046		315			1,2,3	
Elderly	4,499					0,1	
Families with Disabilities							
Race/Black	7,508						
Race/White	3,361						
Race/Asian	131						
Race/Hispanic	422						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

Public Housing Program

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	181		2%
Extremely low income <=30% AMI	181	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	71	39%	
Elderly families	105	58%	
Families with Disabilities	9	5%	
Race/Black	172	95%	
Race/Hispanic	10	6%	
Race/Haitian	4	2%	
Race/Caucasian	0	0%	
Characteristics by Bedroom Size (Public Housing Only) Efficiency	72	40%	
1BR	17	9%	
2 BR	38	21%	
3 BR	19	11%	
4 BR	0	0%	
5 BR	0	0%	

Housing Needs of Families on the Waiting List
<p>Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No X Yes</p>

Section 8 Housing Choice Voucher Program

Housing Needs of Families on the Waiting List			
<p>Waiting list type: (select one)</p> <p>X Section 8 tenant-based assistance</p> <p><input type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	660		10%
Extremely low income <=30% AMI	7	1%	
Very low income (>30% but <=50% AMI)	587	89%	
Low income (>50% but <80% AMI)	66	10%	
Families with children	515	78%	
Elderly families	112	17%	
Families with Disabilities	33	5%	
Race/Black	528	80%	
Race/Caucasian	66	10%	
Race/Hispanic	33	5%	
Race/Other	33	5%	

Housing Needs of Families on the Waiting List			

Is the waiting list closed (select one)? X No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No X Yes

C. Strategy for Addressing Needs

The Housing Authority of the City of Orange has received an additional 51 units of Section 8 Housing Choice Vouchers in this past year. This will enable us to better address the needs of families in the jurisdiction and on the waiting list. We have also begun the process of implementing a Family Self-Sufficiency Program this year. We have our Action Plan prepared and have contacted our residents to make them aware of this program. We will begin the process of contracting within the next four months. The Housing Authority will apply additional Housing Choice Vouchers in the coming year should they become available. The Authority further plans to take measures to improve our PHAs scores and employ effective management and maintenance strategies in an effort to increase customer satisfaction.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

X Employ effective maintenance and management policies to minimize the number of public housing units off-line

The Housing Authority has offered training to several of the employees last year. In the maintenance department, one employee took a Risk Management and inspection course offered by HARRG Insurance. We are currently sending another maintenance employee to elevator training. Our Senior Maintenance Repairer/Plumber has continued training in boiler repair. Our Housing Managers have taken several training sessions this year, to better understand the new rules and regulations per QHWRA. The Section 8 Department's Clerk Typist completed FSS Case Management training course, along with the Assistant Executive Director. The Housing Authority will continue efforts to effectively train the management and maintenance staff in the coming years. This will foster

better communication and working relationship, which will help to reduce the amount of time units are off-line.

- X Reduce turnover time for vacated public housing units
The Housing Authority plans to reduce the amount of time for turnover of vacated units by limiting the amount of outside contracting used to complete repairs in the units and utilizing our maintenance staff more effectively to make most repairs in-house. We have begun that process by employee a painting staff through Comprehensive Grant Funds, who will concentrate first on the vacant apartments and will then continue until all apartment have been painted.

- X Reduce time to renovate public housing units
The Housing Authority will procure contracting services more effectively, thus eliminating the need for unexpected change orders and reduce the amount of time needed to complete unit renovations.

- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
The Orange Housing Authority increased the voucher payment standards in October of 1999. We will monitor the program closely and adjust the standards as needed.

- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
The Housing Authority has opened and updated its Section 8 waiting list during the past year. They have sent mass mailings to people on the waiting list and have held mass interviews, in an attempt to increase lease-up rates. We feel confident that we can continue this trend to effectively build our program. The Housing Authority will make every effort to keep private owners informed of legislative changes in program requirements, which are designed to make the program more attractive to owners. The Housing Authority will offer printed material to private owners and managers to acquaint them with opportunities available under the program. The Authority will also develop working relationships with owners in the jurisdiction.

- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
In the 1999 Consolidated Plan sub-section "Five Year Strategic Plan" for "Affordable Housing Strategy," Essex County states four priorities to help increase the inventory of affordable housing within the consortium. These priorities are:

1. To expand the supply of affordable housing units for low and moderate income families,
2. To maintain the existing supply of affordable housing units for low and moderate income families,
3. To provide rental assistance to low and very low income families,
4. To provide increased housing opportunities with support services for first time homebuyers.

The Orange Housing Authority fully supports the priorities stated by the Essex County Division of Housing and Community Development and will continue to support these priorities in the future.

Strategy 2: Increase the number of affordable housing units by:

- X Apply for additional section 8 units should they become available:
The Department of Housing & Urban Development made available 60,000 new vouchers in the year 2000. The Orange Housing Authority was awarded 51 additional vouchers in 2000 to support their current rental assistance program. We will apply for again in 2001, should more vouchers become available.
- X Leverage private or other public funds to create additional housing opportunities:
The Orange Housing Authority will combine efforts with private and public organizations to provide a mechanism through which families receiving public assistance can achieve economic independence through the Family Self-Sufficiency Program, as outlined by the U.S. Department of Housing and Urban Development. The Housing Authority has begun implementation of its Family Self-Sufficiency Program. While we are still in the beginning stages, our Action Plan has been developed, we have had several outreach meetings with various agencies who support this program and we have notified our participating residents of the program. We will begin contracting in this coming year. While we anticipated implementation of the Homership Program last year, we were not successful in phasing in this program, but plan to do so within the next two years.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing.
- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- X Adopt rent policies to support and encourage work
The Housing Authority will continue to offer incentives to its residents by encouraging their participation in tenant training and work programs. The

Authority will post available employment opportunities at each complex and will keep the tenants informed through the tenant newsletter. We are anticipating partnering with Essex County College and Lucent Technologies, who will offer training to resident males with a guarantee of job placement upon successful completion.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

- X Employ admissions preferences aimed at families who are working.
The Housing Authority updated its Admissions and Occupancy Policy that established a working family preference and we will continue to affirmatively market units.

- X Adopt rent policies to support and encourage work
The Housing Authority will continue to offer incentives to its residents by encouraging their participation in tenant training and work programs as stated above. The Housing Authority will provide rent incentives, such as ceiling rents and flat rents as permitted by the Quality Housing and Work Responsibility Act.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- X Other: (list below)
The Housing Authority has a senior citizen complex that provides assistance to the elderly and disabled. The Authority plans to market our senior housing units to our senior and disabled population within the family complexes as well. We are assessing into the feasibility of restructuring our family complexes to better accommodate the handicapped.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
The Housing Authority has designated 10 units in the senior citizens complex that were modified to comply with Section 504 Needs Assessment for Public Housing for disabled individuals. We will continue to address the needs of disabled families by assessing the feasibility of modifying the family structures to accommodate families with disabilities that can not be housed in the senior complex.

- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required

The Housing Authority has undertaken affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability by amending our Admissions and Occupancy Policy relative to equal opportunity.

We have posted material at all of our complexes available to applicants and residents which address the equal opportunity in housing. Grievance procedures have also been amended to include applicants and residents the right to file a grievance.

X Other: (list below)

The Housing Authority has signed an Order of Compliance with the Department of Housing and Urban Development that we will adopt policies and comply with Fair Housing Equal Opportunity regulations.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

X Affirmatively market to races/ethnicities shown to have disproportionate housing needs.

The Housing Authority will continue to market our units to the African-American, Latino and Haitian populations, which are the ethnicities in need of housing in our jurisdiction.

Strategy 2: Conduct activities to affirmatively further fair housing

X Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

The Housing Authority provides and will continue to provide voucher mobility counseling in an effort to further increase assisted housing choices. The Housing Authority maintains lists of available housing submitted by owners in all neighborhoods within the Authority's jurisdiction to ensure greater mobility and housing choice to very low-income households.

X Market the section 8 program to owners outside of areas of poverty /minority concentrations

The Housing Authority will make every effort to keep private owners outside of poverty/minority areas informed of legislative changes in program requirements, which are designed to make the program more attractive to owners. The Housing Authority will offer printed material, in English and in Spanish or French/Creole, where necessary, in an effort to private owners and managers to acquaint them with opportunities available under the program. The Authority will also develop working relationships.

X Other: (list below)

The Housing Authority will network with existing homeless service providers through the Comprehensive Emergency Assistance Systems (CEAS) committee, which will serve the “At-Risk” for homelessness population to provide rental assistance, childcare and job training in an effort to supersede the potential of homelessness.

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- X Funding constraints
- X Staffing constraints
- ☐ Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$1,913,532	
b) Public Housing Capital Fund	\$1,035,978	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$4,040,045	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 121,259	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund Program – 2000	\$ 534,178	
Drug Elimination Program - 2000	\$ 36,259	
3. Public Housing Dwelling Rental Income	\$1,191,960	
Excess Utilities	\$ 4,740	
4. Other income (list below)		
Interest	\$ 9,080	
4. Non-federal sources (list below)		
Congregate Housing Program		
State Department of Community Affairs	\$ 59,302	
Total resources	\$8,946,333	

3. PHA Policies Governing Eligibility, Selection, and Admissions

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

X When families are within a certain number of being offered a unit:
The Housing Authority begins the verification process for admission when an Applicant comes to number five on the waiting list.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

X Criminal or Drug-related activity

X Housekeeping

X Previous landlord, if information is available.

c. X Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. X Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

☐ Community-wide list

☐ Sub-jurisdictional lists

X Site-based waiting lists

b. Where may interested persons apply for admission to public housing?

X PHA main administrative office

X PHA development site management office

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

Two – One family waiting list at Fr. Rasi Homes family complex and one senior list at Washington Manor senior citizens complex.

2. ☐ Yes X No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. X Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists? Three
Public Housing, Senior Citizen/Disabled, Section 8
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
XPHA main administrative office
☐ All PHA development management offices
XManagement offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
☐ One
X Two
☐ Three or More
- b. X Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
X Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
X Emergencies
X Overhoused
X Underhoused
X Medical justification

- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- 2 Households that contribute to meeting income goals (broad range of incomes)
- 2 Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- X The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X PHA briefing seminars or written materials
- X Other source (list)
Tenant Handbook

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- X Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. X Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. X Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site based waiting lists
If selected, list targeted developments below:

X Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

X Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes X No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
☐ Actions to improve the marketability of certain developments
☐ Adoption or adjustment of ceiling rents for certain developments
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☐ Not applicable: results of analysis did not indicate a need for such efforts

X List (any applicable) developments below:

N.J. 25-1 Dr. Walter G. Alexander Court

N.J. 25-2 Fr. Rasi Homes

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☒ Other (list below)
Income Eligibility Screening
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
☒ Other (describe below)
Family size and composition
Previous landlord's name and telephone number for screening purposes

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office – Section 8 Department

☐ Other (list below)

(3) Search Time

- a. X Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Tenant unable to find a suitable unit within the 60 day period.

(4) Admissions Preferences

a. Income targeting

- X Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. X Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- X Households that contribute to meeting income goals (broad range of incomes)
- X Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

2. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- 1 Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- 2 Households that contribute to meeting income goals (broad range of incomes)
- 2 Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- X Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- X This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- X The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

X The Section 8 Administrative Plan
X Briefing sessions and written materials

☐ Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

X Through published notices
X Other (list below)
PHA Bulletin Boards

4. PHA Rent Determination Policies

A. Public Housing

(1) Income Based Rent Policies

- a. Use of discretionary policies: (select one)

X The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

☐ \$0
☐ \$1-\$25
X \$26-\$50

2. ☐ Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

X Yes but only for some developments

☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☐ For all developments

X For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- X Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- X The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- X Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☐ Other (list below)

g. ☐ Yes X No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- X The section 8 rent reasonableness study of comparable housing
- X Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☒ Reflects market or submarket
☒ To increase housing options for families
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
☒ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

A. PHA Management Structure

- X An organization chart showing the PHA's management structure and organization is attached.
- X A brief description of the management structure and organization of the PHA follows:
The Housing Authority management structure consists of three primary departments; administration, management and maintenance. The Executive Director, Assistant Executive Director, the Administrative Secretary and all department heads make up the Administration Department. The finance department, housing management and Section 8 employees make up the Management Department and all maintenance personnel are encompassed in the Maintenance Department, including Security and Risk Management.

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	529	5%
Section 8 Housing Choice Vouchers	552	10%
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	Family Unification 10	1%
Public Housing Drug Elimination Program (PHDEP)	280	
Other Federal Programs(list individually)		
Comprehensive Grant Program	529	

C. Management and Maintenance Policies

- (1) Public Housing Maintenance and Management: (list below)

Admissions and Occupancy Policy
Grievance Policy
One Strike You're Out Policy
Pet Policy
Tenant Lease

- (2) Section 8 Management: (list below)

Section 8 Administrative Plan
One Strike You're Out Policy
Tenant Handbook

6. PHA Grievance Procedures

A. Public Housing

1. ☐ Yes X No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

X PHA main administrative office
X PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes X No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

X PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment 1 Capital Fund Statement

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

a. X Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment 2 Five Year Action Plan

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

☐ Yes X No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

X Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

N.J. 25-2 Father Rasi Homes

☐ Yes X No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

1. X Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

☐ Yes X No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Father Rasi Homes
1b. Development (project) number: N.J. 25-2
2. Activity type: Demolition X Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval X Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (12/07/00)
5. Number of units affected: 140
6. Coverage of action (select one) <input type="checkbox"/> Part of the development X Total development

7. Timeline for activity:

a. Actual or projected start date of activity: 04/01/01

b. Projected end date of activity: 03/31/03

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

1. ☐ Yes X No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?

6. Number of units affected:
7. Coverage of action (select one)
- ☐ Part of the development
- ☐ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

A. Public Housing

1. ☐ Yes X No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input type="checkbox"/>	Approved; included in the PHA's Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval
<input type="checkbox"/>	Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/>	Part of the development
<input type="checkbox"/>	Total development

B. Section 8 Tenant Based Assistance

1. X Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

The Housing Authority had planned to phase in implementation of the Home Ownership Option of the Housing Choice Voucher Program last year, however, we are concentrating efforts on increasing lease-up and getting the FSS Program in full swing. We will plan to implement this program in the coming year.

a. Size of Program

- X Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☒ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☒ Other (describe)
Partner to administer FSS Program

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☒ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	25	0

- b. X Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - X Informing residents of new policy on admission and reexamination
 - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☒ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

N.J. 25- 1 Dr. Walter G. Alexander Court
N.J. 25-2 Fr. Rasi Homes

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors

The Authority has instituted an after school program through Drug Elimination funding. Our senior complex now has a floor captain program to assist with the security of their complex.

X Volunteer Resident Patrol/Block Watchers Program

Our senior complex now has a floor captain program to assist with the security of their complex.

X Other (describe below)

The Housing Authority contracted with the City of Orange Township to provide six uniformed police officers, specifically designated to the Authority complexes. In January of 2000, the Housing Police Task Force began this assignment. Since that time, there has been a great improvement in the incidents of crime in and around the complexes. We have also converted an apartment to a police sub-station to use as a temporary holding area, an office for the Task Force supervisor and surveillance equipment. We still have a long way to go, but we are moving in the right direction in our efforts to combat crime in our complexes.

2. Which developments are most affected? (list below)

N.J. 25- 1 Dr. Walter G. Alexander Court

N.J. 25-2 Fr. Rasi Homes

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

X Police provide crime data to housing authority staff for analysis and action

X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

X Police regularly testify in and otherwise support eviction cases

X Police regularly meet with the PHA management and residents

X Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

X Other activities (list below)

The City of Orange has partnered with the State Justice Department to implement a Weed and Seed Program. The Housing Authority's Fr. Rasi Homes complex has been designated a targeted area for this program and their activities.

2. Which developments are most affected? (list below)

N.J. 25- 1 Dr. Walter G. Alexander Court

N.J. 25-2 Fr. Rasi Homes

D. Additional information as required by PHDEP/PHDEP Plan

- X Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes X No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
PHDEP Plan is submitted under separate template
- ☐ Yes X No: This PHDEP Plan is an Attachment

14. RESERVED FOR PET POLICY

15. Civil Rights Certifications

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

1. X Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☐ Yes X No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

1. ☐ Yes X No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- X Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)

3. ☐ Yes X No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

A. Resident Advisory Board Recommendations

1. X Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
X Attached at Attachment Resident Advisory Recommendations
☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes X No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes X No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)
- b. Eligible candidates: (select one)
☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance

- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: Essex County
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - ☐ Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Attachment 1 – Capital Fund Statement

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number NJ39P02550201 FFY of Grant Approval: (04/2001)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	-0-
2	1406 Operations	-0--
3	1408 Management Improvements	\$ 145,000
4	1410 Administration	\$ 100,000
5	1411 Audit	-0--
6	1415 Liquidated Damages	-0--
7	1430 Fees and Costs	\$ 50,978
8	1440 Site Acquisition	-0--
9	1450 Site Improvement	\$ 250,000
10	1460 Dwelling Structures	\$ 455,000
11	1465.1 Dwelling Equipment-Nonexpendable	-0--
12	1470 Nondwelling Structures	\$ 30,000
13	1475 Nondwelling Equipment	\$ 5,000
14	1485 Demolition	-0--
15	1490 Replacement Reserve	-0--
16	1492 Moving to Work Demonstration	-0--
17	1495.1 Relocation Costs	-0--
18	1498 Mod Used for Development	-0--
19	1502 Contingency	-0--
20	Amount of Annual Grant (Sum of lines 2-19)	\$1,035,978
21	Amount of line 20 Related to LBP Activities	-0--
22	Amount of line 20 Related to Section 504 Compliance	-0--
23	Amount of line 20 Related to Security	\$ 125,000
24	Amount of line 20 Related to Energy Conservation Measures	-0--

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
NJ 25-1 Dr. Walter G. Alexander Court	1. Site Improvements	1450	\$125,000
	2. Basement/Community Room	1460	\$ 10,000
	3. Smoke Detectors	1460	\$ 15,000
	4. Repairs to Day Care/Community Building	1470	\$ 15,000
NJ 25-2 Fr. Rasi Homes	1. Site Improvements	1450	\$125,000
	2. Smoke Detectors	1460	\$ 15,000
	3. Repairs to Day Care/Community Building	1470	\$ 15,000
NJ 25-3 Washington Manor	1. Hallway Ventilation	1460	\$100,000
	2. Hallway Lighting	1460	\$100,000
	3. Paint All Apartments	1460	\$190,000
	4. Smoke Detectors	1460	\$ 25,000

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Non-Dwelling Equipment	1. Upgrade Computer Hardware	1475	\$ 5,000
Management Improvements	1. Upgrade Computer Software	1408	\$ 5,000
	2. Staff Training	1408	\$ 5,000
	3. Hire Security Company to Alleviate Drug Problem & Increase Tenant Security	1408	\$ 125,000
	4. State Mandated Commissioner and Executive Director Training Courses	1408	\$ 10,000
HA-Wide Administration	1. Pay Portion of Executive Director's, Assistant Executive Director's, Maintenance Supervisor's and Modernization Coordinator's Salary for work in connection with Capital Fund Program	1410	\$ 100,000
Fees and Costs	1. A/E Fees for all Work Items Requiring A/E Services	1430	\$ 44,178
	2. Consulting Fee for all Work Done in Connection with the Administration of the Capital Fund Program	1430	\$ 6,800
	GRAND TOTAL		\$1,035,978

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
NJ 25-1 Dr. Walter G. Alexander Court	09/30/2002	12/31/2003
NJ 25-2 Fr. Rasi Homes	09/30/2002	12/31/2003
NJ 25-3 Washington Manor	09/30/2002	12/31/2003
Management Improvements	09/30/2002	12/31/2003

Attachment 2. – Capital Fund Statement

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ 25-1	Dr. Walter G. Alexander Court			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Complete Apartment Renovations (50 Units)			\$500,000	2003, 2004, 2005
Total estimated cost over next 5 years			\$500,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 25-2	Fr. Rasi Homes		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
1. Use Funds In Support of HOPE VI Activities			\$ 600,000
2. Complete Apartment Renovations (50 Units)			\$ 500,000
Total estimated cost over next 5 years			\$1,100,000

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 25-3	Washington Manor		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
1. Miscellaneous Plumbing Problems			\$ 135,000
2. Elevator Upgrade			\$ 150,000
3. Office Upgrade			\$ 200,000
4. Complete Apartment Renovation (150 Units)			\$ 800,000
5. Site Improvements			\$ 55,000
Total estimated cost over next 5 years			\$1,340,000

Attachment 2 – Resident Advisory Recommendations

The Resident Advisory Board met on December 11, 2000 at 5:00 p.m. The Resident Advisory Board consists of thirteen resident members. The following residents were in attendance:

Joan Maxwell – 340 Thomas Boulevard, Apt. 7-Q
Edward Wadood – 340 Thomas Boulevard, Apt. 10-T
Elizabeth Joseph Lamar – 332 Gray Street, Apt. 410
Glendora Lewter – 332 Gray Street, Apt. 103
Lona Wiggins – 339 Mechanic Street, Apt. 504

They all wanted to see increased cooperation between the Authority staff and residents.

See Technical Guidance for instructions on the use of this table, including information to be provided.

Table Library

